

**CITY OF HAYWARD  
PERSONNEL AND AFFIRMATIVE ACTION COMMISSION**

**Thursday, May 12, 2005 at 5:30 p.m.**

**Hayward City Hall  
777 B Street  
Conference Room 2A**

**AGENDA**

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS** *(Note: THE PUBLIC COMMENTS section provides an opportunity for citizens to address the Personnel and Affirmative Action Commission on items not listed on the agenda. The Commission welcomes your comments under this section, but is prohibited by State law from discussing items not listed on the agenda. Your item will be taken under consideration and referred to staff.)*

**APPROVAL OF MINUTES**

1. Approval of minutes for regular meeting of April 14, 2005 (Action)

**REPORTS**

2. City Council Liaison (Information)

**NEW BUSINESS**

3. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
  - a) Police Captain, (2002)
  - b) Recycling Specialist, (2002)
  - c) Transportation Development Manager, (1990)
4. Extension of Previously Adopted Eligibility Registers, (Action)
  - a) Fire Prevention Inspector, (2<sup>nd</sup> extension, 6 months)
  - b) Laborer, (1<sup>st</sup> extension, 6 months)

Robert M. Macias  
Acting Human Resources Director

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Personnel and Affirmative Action Commission minutes are available on audiocassette upon request in compliance with the Americans with Disabilities Act of 1990. Requests may be made by contacting the Human Resources Department at (510) 583-4500 or TDD (510) 247-3340.

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CITY OF HAYWARD  
**PERSONNEL AND AFFIRMATIVE ACTION COMMISSION**

777 "B" Street  
Hayward, California 94541-5007

**MINUTES**

**Thursday, April 14, 2005**

A regular meeting of the City of Hayward Personnel and Affirmative Action Commission was called to order at **5:32 p.m., on Thursday, April 14, 2005** at Hayward City Hall, conference room 2A, by Chairperson Kathy Booth. Pledge of Allegiance was led by Commissioner Latricia Earley.

**VISITORS/GUESTS**

Bobbi Peckham, Peckham & McKenney Executive Search and Consulting

**CITY STAFF**

City Manager Jesús Armas

**HUMAN RESOURCES DEPARTMENT STAFF**

Robert M. Macias, Acting Human Resources Director

Phil Williams, Acting Senior Human Resources Analyst / Affirmative Action Specialist

Sonja Turner, Administrative Secretary (Confidential)

**CITY COUNCIL**

Olden Henson

**ABSENT**

Joyce Dobro, family emergency, excused

Attendance	Present This Meeting	<b><u>REGULAR MEETINGS</u></b>		<b><u>SPECIAL MEETINGS</u></b>	
		Present to Date	Absent to Date	Present to Date	Absent to Date
		This Fiscal Yr.	This Fiscal Yr.	This Fiscal Yr.	This Fiscal Yr.
Kathleen Booth (chair)*	X	9	0	0	0
Freddie M. Davis	X	8	1	0	0
Joyce Dobro (vice-chair)*	0	7	2	0	0
Latricia Earley	X	8	1	0	0
Carol Johnson	X	9	0	0	0
Johnnie Lacy	X	6	3	0	0
Wade Owen Winblad	X	8	1	0	0

X = present, O = absent

\*Appointed July 1999

**PUBLIC COMMENTS**

Chairperson Booth thanked Council Member Henson for his contribution to the April 9<sup>th</sup> clean up of the South Garden neighborhood. They will continue this community effort on the first and third Mondays of each month.

**APPROVAL OF MINUTES**

1. Approval of Minutes for the regular meeting of March 10, 2005; (Action)  
Moved to approve Minutes; (Winblad/Davis); (4-0-0)

## **REPORTS**

2. City Council Liaison, Olden Henson, (Information)  
Council Member Henson expressed his sadness on behalf of the Council at the loss of Hayward Police Sergeant Bill Kelly. Sergeant Kelly was an expert in the field of Alcohol Beverage Control Regulations. There is an educational trust fund setup for his children, Elizabeth and Tyler, care of the Hayward Police Officers' Association, located at 300 W. Winton Avenue.  
  
Council Member Henson passed around the publication entitled Bay Area Poll. Survey results indicate that the priority issues in Alameda County are transportation, the economy, and housing.
3. Human Resources Director Recruitment (Information)  
City Manager Armas introduced Bobbi Peckham with Peckham and McKenney Executive Search and Consulting. She will be leading the recruitments for the department head vacancies of Human Resources Director, Director of Public Works and Library Director. Ms. Peckham and Mr. Armas requested Commission input on the attributes, qualities, and skills they would like to see in the next City of Hayward Human Resources Director. Further, Ms. Peckham outlined the recruitment timeline.
4. 1<sup>st</sup> Quarter 2005 Affirmative Action Report (Information)  
Mr. Macias reviewed the informational report. There was not much hiring activity during the first three months of this new year.

## **OLD BUSINESS**

5. Lateral Transfer in Library (Information)  
City Manager Armas explained the process involved in the lateral transfer of two Library positions. The Commission asked for a bigger effort from staff in the future to orient incoming Commissioners on their role, the scope of their responsibilities, and City personnel procedures.

## **NEW BUSINESS**

6. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
  - a) Librarian I/Adult Services, (P/T), (2004)
  - b) Police Officer – Lateral, (2005)
  - c) Water Pollution Control Facility Manager, (1992)

Moved to approve New Eligible Registers: (Johnson/Davis); (6-0-0)

There being no further business, the meeting was adjourned at 6:48 p.m.

The next regularly held meeting will be Thursday, May 12, 2005 at 5:30 p.m. at Hayward City Hall, located at 777 B Street, in conference room 2A.

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